

## **Appendix J: Draft District & School Memorandum of Understanding**

**Memorandum of Understanding  
between  
McREL and [School District]**

**Study Responsibilities**

**McREL** will provide Classroom Assessment *for* Student Learning (CASL) materials, including a book for each participating teacher and a set of DVDs for each school. McREL will also provide an implementation guide for intervention teacher teams to use, and coordinate a study orientation. McREL will monitor implementation and data collection activities, coordinate the dissemination and return of study instruments, analyze the data and report findings, and distribute stipends to participating teachers. McREL will ensure the confidentiality of all data used in the study.

**The school district** will facilitate and support participation of elementary schools and their teachers in the study, and will notify McREL of district procedures for complying with its Institutional Review Board. The district will make student achievement test data available confidentially to McREL researchers, including student names or ID numbers so that achievement changes over time can be measured. All 4<sup>th</sup> and 5<sup>th</sup> grade teachers in each intervention school are expected to implement the CASL program in a learning team and complete all data collection activities. Each intervention school will select one site coordinator who will receive a stipend of \$\_\_\_\_ for assisting with the provision of requested information to McREL, including the distribution, collection, and mailing of materials. Schools assigned to the control condition are expected to continue with their customary professional development practices, complete data collection activities, and refrain from using CASL until the study is complete (Fall 2009). The district will comply with random assignment of schools to intervention and control groups, and will not supply CASL materials to schools assigned to the control group.

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**I understand and agree to the above information. I have received a copy of this form for my files.**

**District Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**District Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Researcher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this Agreement to:**

**Dr. Bruce Randel, Principal Researcher**

**McREL**

**4601 DTC Blvd, Suite 500**

**Denver, CO 80237**

**Fax: (303) 337-3005**

**Memorandum of Understanding  
between  
McREL and [School]**

**Study Responsibilities**

**McREL** will provide *Classroom Assessment for Student Learning (CASL)* materials to each treatment school. This includes a book for each participating teacher and a set of DVDs for each school. McREL will provide each control school with the equivalent financial resource of the *CASL* program to balance the resources received by all schools in the study. McREL will also provide a user guide for treatment teacher teams and will lead a study orientation. McREL will monitor teacher use of *CASL* and the process of data collection. Responses to this data collection will be used only for statistical purposes. The reports prepared for this study will summarize findings across the sample and will not associate responses with a specific district or individual. We will not provide information that identifies you or your district to anyone outside the study team, except as required by law. McREL will manage the distribution and return of study instruments, analyze the data, report findings, and provide stipends to participating teachers. McREL will assign all districts, schools and individual participants ID numbers and strip all identifying information from the data. No identifying information will be included in reports on this study.

**[The school]** will comply with random assignment of schools to treatment and control groups, and will not supply *CASL* materials to teachers in the control group. All 4<sup>th</sup> and 5<sup>th</sup> grade teachers in each treatment school will use the *CASL* program in a learning team and complete all data collection activities. Schools in the control group will continue their usual professional development practice, complete data collection activities, and refrain from using *CASL* until after study completion (fall 2009). Each school will select one site coordinator, who will help provide requested information to McREL. This involves distribution, collection and mailing of study materials.

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**I understand and agree to the above information. I have received a copy of this form for my files.**

**School Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**School Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Researcher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this agreement to:**

**Dr. Bruce Randel, Principal Researcher**

**McREL**

**4601 DTC Blvd, Suite 500**

**Denver, CO 80237**

**Fax: (303) 337-3005**